

WASHINGTON STATE LEGISLATIVE ETHICS BOARD
STATE AGENCY CONTRACTS/GRANTS/EMPLOYMENT DISCLOSURE FORM

The Ethics in Public Service Act requires that most contracts, contract renewals and grants between legislators and legislative employees (or their spouses or registered domestic partners) and state agencies¹ be filed with the Legislative Ethics Board within 30 days of their execution. In addition, most contracts, grants and renewals awarded without an “open and competitive process”² must be *previewed* and approved by the Board before they are entered into.

If you or your spouse or registered domestic partner have a contract, grant, or employment relationship with a state agency, please complete this form and return it, together with a copy of any documentation which would be helpful in describing the contract, to the:

Legislative Ethics Board
Attn: Mike O’Connell, Counsel
418 Legislative Building
Olympia, WA 98504-0482

I. Legislator/Legislative Employee Information:

- ☐ legislator/legislative employee -or-
☐ spouse or registered domestic partner of legislator or legislative employee

Name (please print): _____

Employer and job title: _____

Description of duties: _____

II. State Agency Contract Information:

Name of contracting person: _____

State agency name: _____

Contract/Grant/Employment description: _____

Copy of contract or grant attached:	<input type="checkbox"/> yes	<input type="checkbox"/> no	
Other documentation attached:	<input type="checkbox"/> yes	<input type="checkbox"/> no	
Contract/Grant/Employment was awarded or entered into after an open and competitive process:	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> don't know
Additional information: _____			

Signature: _____

Date: _____

¹ RCW 42.52.010(1) provides, “‘Agency’ means any state board, commission, bureau, committee, department, institution, division, or tribunal in the legislative, executive, or judicial branch of state government. ‘Agency’ includes all elective offices, the state legislature, those institutions of higher education created and supported by the state government, and those courts that are parts of state government.”

² The Legislative Ethics Board considers “open and competitive” bidding processes as ones in which more than one bid or grant application was received or where the regular competitive hiring process was employed.